

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Publications

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Defense National Defense University (NDU)

Single Award

THE TERM OF THIS CONTRACT is for the period beginning February 1, 2004 and ending January 31, 2005 plus up to TWO optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract. Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Term of the Contract," "Economic Price Adjustment."

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on January 6, 2004.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, D.C. 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 124-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature call James Grayson (202) 512-0310, (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

The contractor must adequately control all phases of production, particularly binding and packing operations, to prevent cracking, wrinkling, marring, or tearing of covers and book spines.

Product Quality Levels:

- (a) Printing (page related) Attributes -- Cover is Level II, and Text is level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ACQC-Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Camera copy, Government furnished negatives, average type dimension in publication.
- P-8. Camera copy, Government furnished negatives.
- P-9. Government furnished sample, color swatch, Pantone Matching System color.
- P-10. One-piece laminated color proofs, Government furnished sample.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 3 years as a result of, and including, any

extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to January 31, 2005, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending October 31, 2003, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from February 1, 2004 through January 31, 2005. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements

for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of saddle-wire stitched, perfect-bound and casebound publications requiring such operations as film making, printing (including four-color process), binding, foil-stamping, packing, and distribution.

TITLE: Various National Defense University (NDU) Publications.

FREQUENCY OF ORDERS: 4 to 14 orders per year.

Approximately 4 to 8 orders (Perfectbound books)

Approximately 1 to 2 orders (Saddle-stitched books)

Approximately 3 to 4 orders for (Casebound books)

QUANTITY: Approximately 1,000 to 10,000 copies per order.

NUMBER OF PAGES: Approximately 48 to 700 pages per order.

TRIM SIZES: 6 x 9" -- (Approximately 10 orders)
7 x 10" -- (Approximately 2 orders)
8-1/2 x 11" -- (Approximately 2 orders)

GOVERNMENT TO FURNISH:

Electronic Media: Electronic text, illustrations, and photographic files with a set of same size color laser proofs from the actual page layout files will be provided to show position, size, bleeds, etc. Film negatives and/or digital files will be provided for reprints.

Electronic file for creating stamping media.

Platform: MacIntosh Operating System, 10.2 or higher.

Storage Media: CD-R and DVD-R. It is anticipated that the file sizes will range between one and 350 mb.

Software: InDesign 2.0, Quark XPress 5.0, Adobe Illustrator 10, and PhotoShop 1.0. Files will be furnished in native or postscript format. *Software may be upgraded throughout the contract term. All software upgrades for the specified applications must be supported by the contractor.*

Fonts: *The contractor is cautioned that furnished fonts are the property of the Government and/or its contractor(s). All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.*

Additional Information: Photographs and illustrations will be provided as digital files in Tagged Image File (TIF) or Encapsulated PostScript (EPS) Formats. RGB and CMYK used for color identification. Black/white or color visuals will be furnished for positioning only. Visual will be output at 100% and will show crops and bleeds.

Some color transparencies; color and black/white photoprints may be provided for scanning. Illustrations will be reproduced at various focuses.

Film negatives, camera-ready text pages, and camera copy for line art.

Preaddressed pressure sensitive labels (avery or equal), 4 x 3-1/4", 2 across and 3 down, in ZIP-Code sequence.

GPO Form 952 (Desktop Publishing - Disk Information).

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof Form 905 (R. 2/95) with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on electronic files, must not print on finished product.

CONTRACTOR TO FURNISH:

The contractor must furnish all materials and operations, other than those listed under "Government to Furnish," necessary to produce and distribute the products in accordance with these specifications.

ELECTRONIC PREPRESS -- Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Agency.

The contractor must create all necessary trapping, set proper screen angles and frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

The contractor must furnish a CD-R disc(s) with high resolution scans and final text changes of the completed books. *(Any high-resolution scans produced by the contractor, must returned to the Agency in TIF format.)*

Digital files will consist of separate cover pages in CYMK format. Graphics and scanned photos will be saved as EPS or TIF files. Color separations may be required, using Pantone Matching System or Pantone Process. *When images are furnished in RGB color mode, the contractor must convert to CYMK.*

Digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. Digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, will not be accepted, unless specified by the Government.)

Upon completion of each order, the contractor must return all original data files to the Government.

FILMS / DIGITAL DELIVERABLES:

At Government option, *final films* or *digital deliverables* will be required.

Digital deliverables: When required, digital deliverables delivered to the Government must be furnished as electronic file(s) containing a final version of the completed product suitable for *computer-to plate* printing or reprinting of subsequent orders. The electronic file(s) must be furnished in the appropriate format and media, as designated by the Agency.

Films: When required, films delivered to the Government must be final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

The contractor must make all films required. All halftones are to be 175-line screen or finer. Films may be opaqued on either the emulsion or non-emulsion side.

Films must be composited one piece for each color with all elements in proper position. Each film must contain at least 3 register marks composited (not stripped) for each color; the register marks must be positioned on opposite sides of the image. Films must have a minimum 1/2" working margin on all four sides of the image.

Halftone negatives for single color reproduction that are produced from full-color originals must be full-range negatives produced to print in one ink color, or as otherwise ordered on the print order.

When digital files are furnished the contractor must generate films at a minimum resolution of 2540 dots per inch. The Government may furnish electronic files with four color separations.

PROOFS:

One set of one-piece laminated or electrophotography color proofs of cover pages 1 through 4. These proofs must have illustrations and text matter composited. Sublimation, inkjet, photographic, and overlay proofs are not acceptable. The proofs should have color control bars, tint patches and dot gain scale (such as, Brunner, GATF, GRETAG, or RIT) repeated across sheet.

Two sets of composite Dylux or similar proofs of all text and cover pages in book form. Proofs shall consist of complete signatures with all illustrations in proper position (not pasted up), and all pages imposed in correct location, exposed face and back, folded and trimmed to the finished size of the product. Dylux proofs may be ordered when negatives are furnished by the Government.

The U.S. Government Printing Office reserves the right to require samples and to judge the suitability of any digital proof offered. If the samples are disapproved by the Government, the contractor will be required to submit analog proofs in accordance with the contract.

Revised Proofs: Revised proofs produced due to author's alterations may be transmitted as a PDF files via e-mail or sent via facsimile.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Notice: Copies of the "Government Paper Specifications Standards, No. 10," dated July 1994, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

The paper to be used will be indicated on each print order.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

Casebound Volumes:

Cover: Various colors, pyroxylin impregnated book cloth that conforms to the American National Standard for Fabrics for Book Covers, designated ANSI L29.1-1977, equal to *Hollister's* Roxie Caxton, #56668.

Casebound Cover Board: Book Cover Board, 0.079" thick, equal to JCP Code R30.

Endleaves: White Machine Finish Book End Paper, basis weight: 80 lbs per 500 sheets, 25 x 38", equal to JCP Code A50. All endleaves paper must have grain parallel to the spine.

Dust Jacket: White No. 2 Coated Text, Dull-Finish, basis weight: 100 lbs per 500 sheets, 25 x 38", equal to JCP Code A262.

Saddlestitched, Perfectbound, and Casebound Books:

Text Pages: White Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Separate Cover: White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

Hammermill Accent Opaque, Warm White, 80lb Vellum-Finish Cover. (Approximately 1 to 3 orders.)

PRINTING:

Text Pages: Print head-to-head in black ink or black ink and one PMS color.

Cover Pages:

Cover pages 1 and 4 will print in black ink and up to three Pantone colors or four-color process and occasionally, up to two additional Pantone colors. Cover pages 2 and 3 will print in a single ink color. Occasionally cover page 2 or 3 *will not* print.

Casebound Volumes:

Print head-to-head in black ink

Dust jackets will be printed using 4-color process with UV or aqueous coating, as specified.

Endleaves are blank.

The contractor's press must be capable of printing four colors in a single pass through the press (minimum four printing units).

When Superintendent of Document Sales copies are ordered, contractor is to print the "*For Sale*" line on cover page 2. No plate change will be required.

Match Pantone number as indicated on the print order.

Varnishing/laminating or Aqueous Coating:

- Coat (after printing) the entire surface of cover pages 1 and 4 with a clear, non-yellowing varnish (high gloss, dull, or both as specified), or
- lacquer to prevent scratching and smearing, *when specified*.
- *Clear gloss or dull laminate the entire surface of cover page 1 and 4, when specified.*
- *Gloss or dull aqueous coating when specified.*

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

The contractor must be able to provide the following equipment in working order for use during press sheet inspections:

A calibrated densitometer at press side, for the purpose of monitoring density, dot gain, contrast, trapping, hue error, and ink coverage in products containing one color through multicolor process.

A prooflight such as a color balanced system that closely approximates a phase of natural daylight equal to 5000k. It should be mounted in a viewing booth with the lights set at the proper angle.

All of the above equipment should be mounted in the color booth or room with painted walls of neutral grays.

Printing on the spine of individual mailing containers is required.

MARGINS:

Head 1/2"; bind 3/4"; unless otherwise indicated. Cover pages 1 and 4 may bleed on all sides. Contractor may be required to create the bleeds when a disk is furnished. *Contractor may be required to adjust spine sizes when a disk is furnished.*

BINDING:

Saddle-wire Stitched Books. – Stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Perfectbound Books. – Bind text and wraparound cover; trim three sides. *Orders of 80 pages or more must be perfect bound*

Casebound Volumes:

Reinforce the endleaves and the first and last signatures with strips of ungummed, sized cotton cloth extending 1/4" on inner side of the signatures and 1" on the endleaves. Smyth (signature) sew, trim 3 sides, round, back, and headband. Reinforce back with crash and strong paper liner. Casebind with suitable squares.

Gold (imitation) or silver foil-stamping on front cover and spine. Stamping must have good adherence to the various colors of Buckram and must have solid impressions with no picking, pinholes, or filled letters. Backstrip reads down the spine.

Stamp title on front cover and backstrip where indicated, and on the exterior of the one-piece mailing containers.

The contractor will be required to create stamping media for the cover and backstrip, from furnished diskette or electronic file for casebound volumes. Submit proofs of stamp for covers and spine for approval.

Pre-Production Samples: The contractor must provide (2) pre-production samples of cover and backstrip, bound with the correct number of blank sheets of text stock. Samples should be sent to: National Defense University (NDU) Press, 300 5th Avenue, Building 62, Room 212A, Fort Lesley J. McNair, Washington, DC 20319-5066, Attn.: George Maerz.

Each book will require a wraparound dust jacket.

PACKING:

(Approximately 4 - 8 print orders.) Pack 200 - 1,000 copies per individual container, suitable for mailing. The contractor must print the title of the publication on the side of the mailing container. Pack in suitable in shipping containers; mark boxes accordingly.

Contractor must provide packing material to protect each book. Books themselves, must not be used as packing material.

When indicated on Print Order, pack the specified quantity of books per shipping carton.

Superintendent of Documents "Sales" copies: When indicated on the print order, pack individually in one-piece mailing containers. Containers must be sealed with a minimum 3" wide class 2, type I asphaltic or type II nonasphaltic glass or sisal filament reinforced tape that conforms to Federal Specification PPP-T-45 and any amendments thereto. Tape must completely cover the edges of both of the top flaps and extend around both ends of the mailing container. Individual mailing containers are then to be packed suitable in shipping containers.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

LABELING AND MARKING (Package and/or Container label):

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

The title and stock number are to be printed on one spine of each individual mailing container.

Shipping container labels for a specified address are to be printed on green paper as indicated on the print order.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Books

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the National Defense University (NDU) Press, 300 5th Avenue, Building 62, Room 212A, Fort Lesley J. McNair, Washington, DC 20319-5066, Attn.: George Maerz.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The

contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION:

Deliver f.o.b. destination to approximately three addresses within the commercial zone of Washington, DC. Inside delivery to the room number specified on the print order, is required. The contractor must give notice of the date and approximate time of delivery for shipments to Ft. McNair. *Contact one of the following: George Maerz, (202) 685-4378; Jeff Smotherman, (202) 685-4377; or Jim Peters, (202) 685-4220.*

When required, mail reimbursable, as follows:

- (a) f.o.b. contractor's city up to a maximum of 4,000 copies per order, to individual destinations, in fabricated self-mailing containers to destinations within the continental United States; and;
- (b) f.o.b. contractor's city up to a maximum of 500 copies per order, to individual destinations, in fabricated self-mailing containers to foreign destinations, using address labels furnished by National Defense University. Contractor must furnish postal receipts with billing vouchers for reimbursement.

When required, deliver f.o.b. destination the approximate referenced quantities to the following destinations:

20- 40 copies	Naval Postgraduate School, Monterey, CA
50-100 copies	(<i>per destination</i>) Up to 3 other destinations to be specified.
50-100 copies	Joint Forces Staff College, Norfolk, VA
60-120 copies	Marine War College, Quantico, VA
70-140 copies	Air War College, Maxwell Air Force Base, AL
100-200 copies	U.S. Army War College, Carlisle, PA
100-200 copies	U.S. Army Command and General Staff College, Fort Leavenworth, KS
120-240 copies	Naval War College, Newport, RI
140-280 copies	Air Command and Staff College, Maxwell Air Force Base, AL

Complete addresses and quantities will be furnished with the print orders.

Upon completion of each order, all furnished material, films made by the contractor, and one sample copy must be returned to the address listed under "SCHEDULE".

A single shipment or several shipments totaling 120 lbs. or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service. Government bills of lading will be furnished by the GPO for all shipments requiring a bill of lading. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

In the event an advance supply of partially completed Government Bills of Lading (GBL) are furnished, the contractor shall type in all necessary information as instructed on either GPO Form 2153 or 2344 for each shipment. Distribution of each GBL for each shipment will be as instructed on one of GPO Forms 276 through 281. GBL's furnished for one Government department or agency shall not be used for another. The contractor will be held accountable to the GPO for all furnished GBL's. All unused GBL's shall be returned to the U.S. Government Printing Office, Stop: PPST, Washington, DC 20401, with the original copy of GPO Form 192, within 30 days of the termination of this contract.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail".

All mailings are to be made at the First-Class rate.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined.

Furnished proofs, electronic media and visual(s) must be picked up from and delivered to the National Defense University (NDU) Press, 300 5th Avenue, Building 62, Room 212A, Fort Lesley J. McNair, Washington, DC 20319-5066, Attn.: George Maerz.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

If proofs are not required, the schedule will begin with contractor to make complete production.

	<u>WD After</u>
Contractor to submit proofs.....	7
Contractor pickup proofs.....	3
<u>When Revised Proofs are required due to Author's Alterations:</u>	
Contractor submit proofs.....	3
Contractor pickup proofs.....	2
Contractor shall complete production and distribution.....	10**

Pre-Production Samples: Contractor will be allowed 3 workdays, after approval of proofs is given, to deliver pre-production samples.

Contractor will be allowed five additional workdays for copies packed in individual mailing containers.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 3 workdays prior to the inspection. Notify the U.S. Government Printing Office, Contract Administrator, Term Contracts Division (PPC), Washington, DC 20401, or telephone area code (202) 512-0300. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern standard time. *Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 9-88)).* When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destinations specified and all products required to be shipped f.o.b. contractor's are to be picked up by the carrier.

Within 10 workdays after complete production and distribution *for each order, the contractor must submit duplicate itemized copies of the contractor's billing voucher(or GPO Form 1034/1034A) to: National Defense University (NDU) Press, 300 5th Avenue, Building 62, Room 212A, Fort Lesley J. McNair, Washington, DC 20319-5066, Attn.: George Maerz.*

Within 10 workdays after complete production and distribution for each order, the contractor must submit duplicate itemized copies of the contractor's billing voucher(or GPO Form 1034/1034A) to: *US Government Printing Office, Term Contracts, Room A843 – Stop: PPC, Washington, DC 20401, Attention: Jim Grayson.*

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 512-0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 424-9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I. PREPRESS:

(a)(1)	99
(2)	1,926
(b)	2
(c)	3
(d)(1)	29
(2)	2,163
(e)	75
(f)	18

II. PRINTING AND BINDING:

	(1)	(2)
A. (a)	90	792
(b)	1,218	4,902
B. (a)	5	20
(b)	5	20
C. (a)	900	4,500
(b)	3	15
D.	60	222

III. PACKING AND DISTRIBUTION:

(a)	5,474
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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all shipments within the commercial zone of Washington, DC, and mail f.o.b. contractor's city for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

I. PREPRESS:

One basic charge will be allowed for each color on each printed page or side (face or back) of the product. No charges will be allowed for films furnished by the Government. The spine shall be considered part of Cover Page One: a separate charge for the spine will not be allowed.

Prices offered for items I.(a) and (b) shall include the cost of producing films from furnished camera copy, and inputting data from furnished electronic file, respectively.

- (a) Trim/Page-size unit:
- | | |
|---|----------|
| (1) From camera copy, <i>per page/per color</i> | \$ _____ |
| (2) From electronic file, <i>per page/per color</i> | \$ _____ |
- (b) Line illustrations, *per illustration*..... \$ _____
- (c) Square-finish halftones, *per illustration*..... \$ _____
- (d) Proofing -- Prices offered for line items (d) (1) and (2) shall apply when an equivalent digital proof is furnished:
- | | |
|---|----------|
| (1) One-piece laminated/digital color proofs, <i>per page</i> | \$ _____ |
| (2) Dylux/digital black and white proofs, <i>per page</i> | \$ _____ |
- (e) Author's Alterations (cost includes: flat charge for accessing electronic files, locating each deletion, change or addition in the file and keyboarding required control codes), *per alteration*..... \$ _____
- (f) Color-Corrected Four-Color Process, *per set of 4 colors*..... \$ _____

(initials)

Illustrations: An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires a separate exposure. The price offered should include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film. A flat tone shall be charged as a line illustration. A duotone halftone (each color) shall be charged as a square-finish halftone illustration.

II. PRINTING AND BINDING:

Prices offered shall include the cost of all required materials and operations necessary for printing and binding of the products listed in accordance with these specifications. Prices offered must include the cost for varnishing, laminating, aqueous coating, or equal of covers. A charge will be allowed for each page of a single-color product, whether printed or blank. For products printing in more than one color, a charge under "Each additional color" will be allowed only for the pages actually printed with the additional color(s). Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text

	Makeready and Setup <u>Charges</u> (1)	Running Per 1,000 <u>Copies</u> (2)
A. Text Pages, printing in black ink (including binding), -- <i>Per Page</i> :		
(a) Saddle-Stitched Products.....	\$ _____	\$ _____
(b) Perfectbound Products.....	\$ _____	\$ _____
B. Separate Cover:		
(a) Pages 1 & 4: printed in a single ink color, <i>per page</i>	\$ _____	\$ _____
(b) Pages 2 & 3: printed in a single ink color, <i>per page</i>	\$ _____	\$ _____
C. Casebound Books:		
(a) Text pages printing in black ink (including binding), <i>per page</i>	\$ _____	\$ _____
(b) Complete, <i>per complete cover</i>	\$ _____	\$ _____
<u>Note:</u> Prices offered for line item <u>C.</u> must include the cost of all materials and operations necessary for casebinding books including making case, stamping media, stamping, casing-in, and stamping title on each copies.		
D. Additional Color: Printing in PMS color in addition to the ink color press run charged for items II. A. through C. (a), <i>per color/per page</i>	\$ _____	\$ _____

III. PACKING AND DISTRIBUTION:

- (a) Pack Superintendent Documents copies individually in one piece mailing containers (includes printing on spine), *per container*..... \$ _____

(initials)

ALTERNATE DIGITAL PROOFING METHODS: If digital proofing methods are proposed, the bidder must list on the line of the same number as the specified proofing method, the make and model number of the proofing system.

Specified Proofing Method:

1. One-piece laminated or electrophotography proof
2. Dylux or similar proof

Digital Proofing System

Make

Model

1. _____

2. _____

My production facilities are located within the assumed area of
production.....yes _____no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material.....

a. Number of hours from acceptance of print order to pickup of
Government Furnished Material.....

b. Number of hours from pickup of Government Furnished Material
to delivery at contractor's plant.....

2. Proposed carrier(s) for delivery of completed product.....

a. Number of hours from notification to carrier to pickup of completed
product.....

b. Number of hours from pickup of completed product to delivery at
estination.....

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder_____

(City - State)

By_____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)